

OPTIONAL FORM NO. 10

~~SECRET~~ CONFIDENTIAL

UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Administrative Staff, OL

DATE: 18 JAN 1963

FROM : Acting Chief, Supply Division, OL

SUBJECT: Semiannual Report of Objectives and Accomplishments

REF : Memorandum from Chief, Administrative Staff, dated
26 December 1962, subject as above (OL 2 7457)

1. The following report of accomplishments covering the period since 30 June 1962 is submitted in response to reference:

43 *Am*
a. All Headquarters Controlled Accounts which were selected for conversion to Type II FPA have been completed. This includes the two Headquarters Controlled Accounts which were outstanding as of the 16 July 1962 report.

44 *oh*
b. Four chapters of the Supply Division Instructional Manual have now been published. These include: (1) a listing of all the codes used in the supply system, (2) procedures for conducting inventories in domestic depots, (3) due-in procedures, and (4) due-out procedures. Further progress in this program will be delayed until the new procedures are developed for the conversion of CONUS depots to Type I accountable activities.

45 *oh*
c. The plans for utilizing the computer for the complete calculation of requirements for ordering stock have been delayed until the second phase of the computer reprogramming. This project would entail a major revision which will be considered during Phase II and which will encompass the changes involved in the establishment of decentralized accountability at the domestic depots.

46 *Acc*
d. The program for reducing the master nomenclature file by utilizing the capabilities of the computer has been accomplished. This is now considered a routine function, and no further report will be rendered.

GROUP 1
Excluded from automatic
downgrading and
declassification

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47
Accomplished
e. A computer program was established to develop Excess Materiel Lists and also to provide information to effect disposition of residual materiel for which no requirements exist. This program is an effective management tool for future excess lists and any subsequent disposal action necessary.

48
Accomplished
f. The relocation of the Packing and Crating Unit and the centralization of the Packing and Shipping Section have been completed. The new packing equipment and conveyor system have been installed and are in full operation. The initial evaluation indicates that the new packing methods and procedures will result in increased output.

49
Accomplished
g. [redacted] is being occupied on a temporary use permit from General Services Administration. We plan to retain this facility until such time as another satisfactory storage arrangement may be established [redacted] any other nearby facility.

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Accomplished
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i. We now have 41 Supply Catalogs refined and in the normal maintenance stage. This leaves 12 major publications to refine, primarily in the field of Electronic Equipment and Components. In addition, there are approximately eight minor publications to complete.

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6/11
j. Stock purification, i.e., elimination of obsolete, unserviceable, and difficult to support airborne items has been progressing rapidly; however, this is a continuing project.

2. The following objectives were established and completed during the reporting period:

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see 39
a. A preliminary study was made to determine the feasibility of [redacted] as a field forms stockage center. This study indicated that there are about 135 field stock forms representing 800 or more demands per year that could be stocked at this location. In addition, 90 of these forms could be reproduced by the station for distribution throughout the area. 25X1

Print
b. An Economic Order Quantity Table was developed for the use of the Building Supply Office for replenishing its shelf stock. Studies indicated that the average inventory value would be reduced by 19 percent, while the workload in connection with stock replenishment activities would be reduced by approximately 46 percent.

PS
c. As recommended by Supply Division and concurred in by the Planning Staff and the Special Operations Division, a stockage objective study has been finalized and is ready for submission to the Director of Logistics. This study recommends the stock objectives for paramilitary type items which are considered necessary to adequately support paramilitary activities in a more efficient and economical manner. Also the study incorporates all special project requirements, such as, [redacted] and Senior War Planner, Europe. 25X1

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3. The following are objectives for the last half of Fiscal Year 1963:

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a. Property in use accounts will be reviewed to select those which may warrant conversion to Type II Financial Accountability if an analysis of each account indicates better management and control of property through the installation of Type II.

b. The stock list for [] will be expanded to include additional items of office supplies, hand tools, housekeeping and communication expendable items. This depot should have approximately 1,000 items of supply for issue directly to the field by the end of the next period. All studies regarding the stockage of recurring demand items in the aforementioned categories will be completed and stocks will be positioned at the [] The field stations who are authorized to draw directly from this depot will be advised by dispatch and furnished a stock list of items available.

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c. Establish all CONUS depots as Type I accountable activities.

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d. Establish a Headquarters Inventory Control Point for overall management of CONUS depot stock and the processing of requisitions from field activities. This activity will complement the decentralization of accountability referred to in item c. above.

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e. A complete revision of surveillance procedures, as applicable to Agency standards, for Technical Services Division special devices has been completed and will be implemented on a priority basis.

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obj f. Develop a surveillance program especially applicable to materiel packed and stored in special containers such as in [redacted]

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all 2a g. Proceed with plans and implementation of [redacted] a Field Forms Supply Center for the European and Middle East stations.

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Distribution:

Orig & 1 - Addressee
1 - OL/SD
1 - OL/SD/FSB (Official)

[redacted] (17 January 63)

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